
Planning Assistant 1

DEPARTMENT:	Development Services	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$46,733 - \$54,933 annually (2015 rates)

The City of New Westminster has earned a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans (including pension); education and training opportunities; and challenging and rewarding work.

The Planning Division requires a Planning Assistant to perform a variety of support duties in a team environment. Our successful candidate will be customer service oriented, providing technical information and guidance to the public on a variety of development applications and land use enquiries, including zoning, OCP, and historic property information. You will also provide technical, administrative and process support to the Division's planners on City-wide, neighbourhood and subject specific projects; assist with the review and processing of business license applications; research community planning issues; prepare background reports; organize public meetings; prepare graphic and written communication materials for Planning documents and public engagement; and provide social media support.

Requirements include:

- University Degree in Geography or related discipline supplemented by technical courses related to the work plus sound related experience, preferably in a Municipal Planning Department, or an equivalent combination of training and experience.
- Knowledge of the relevant sections of the Zoning Bylaw, the Official Community Plan, regulations, policies and provisions applicable to the work.
- Sound knowledge of departmental functions, objectives, policies and procedures.
- Sound knowledge of planning principles.
- Proven experience in successfully employing contemporary service excellence principles when liaising with internal and external contacts.
- Ability to interpret moderately-complex technical information, policies and procedures and explain them to the public.
- Ability to read, understand and interpret various construction plans and specifications.
- Ability to perform research in support of planning issues, to prepare concise reports and to maintain consistent records.
- Ability to perform assigned duties with minimal supervision.
- Ability to function effectively as a team player.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.
- Ability to effectively use the MicroSoft Office Suite of products (Word, Excel, PowerPoint and Outlook) as well as graphics software (InDesign, Illustrator, Photoshop, Picassa and Bridge, Acrobat Pro). Preference for those with GIS, Tempest, CityViews, SmallBox experience.
- Experience with social media functions, including Twitter, Facebook, and Bitly is considered an asset.
- Valid BC Driver's license.

If you want to be part of a diverse organization committed to service, innovation and excellence, we want to hear from you!

Apply by sending your resume quoting **competition #16-34, by May 6, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

The City of New Westminster is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals.